

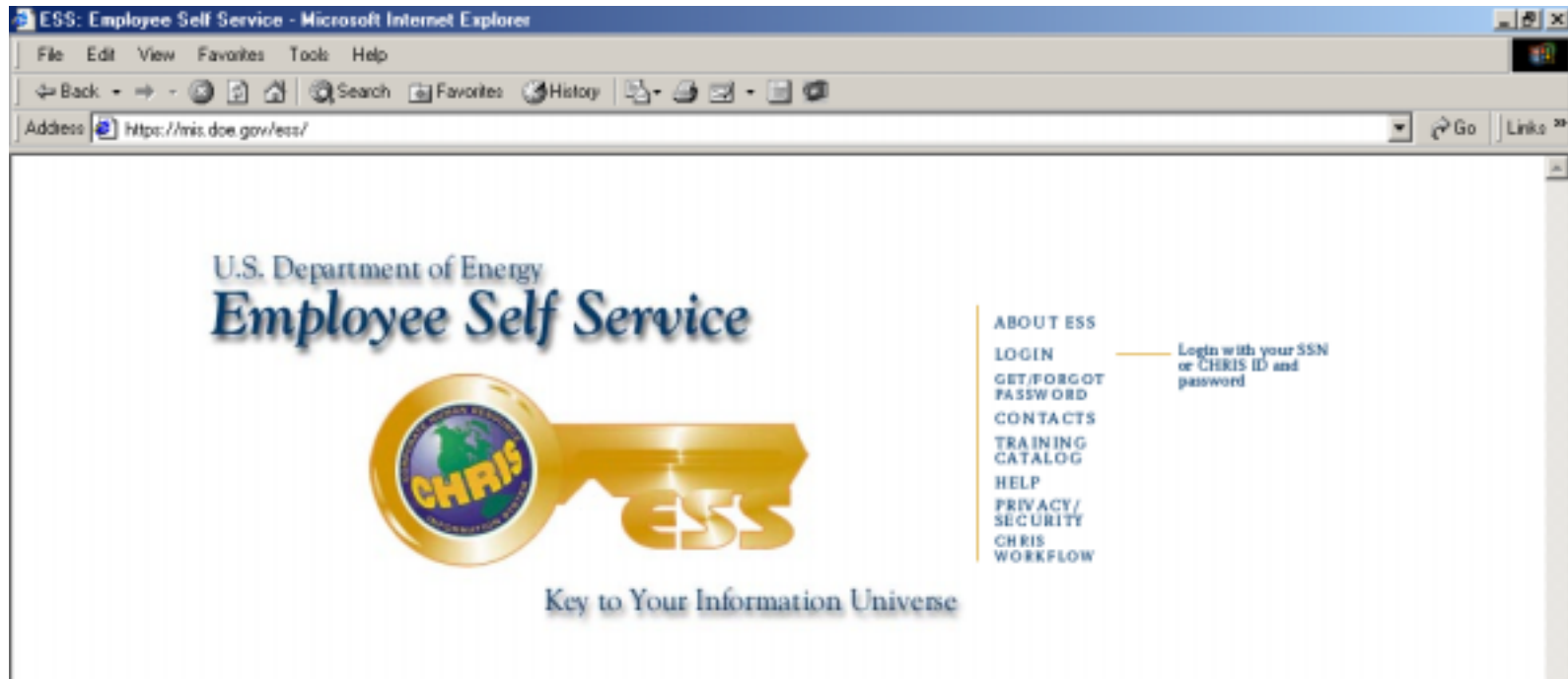


# Information Related to Your CHRIS Workflow ID/Password

1. How to Request Your Initial CHRIS Workflow ID/Password
2. If you Forgot Your CHRIS Workflow ID/Password
3. How to Change Your CHRIS Workflow Password



# 1. How to Request Your Initial CHRIS Workflow ID/Password



**If you have an ESS password, simply login**  
**If you do not have an ESS password, request one at**  
**<https://mis.doe.gov/ess> and click on**  
**“Get Password”**



# How to Request Your Initial CHRIS Workflow ID/Password

ESS: Welcome Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address [.dync.doe.gov/essdev/secure/start.cfm?sk=h2d2i2h2d2i28292c192a252a29252928282a283535314b293535353j45353h5b253535353](#) Go

Links [Customize Links](#) [Free Hotmail](#) [Windows Media](#) [Windows](#)

**ESS MENU**

[Welcome Page](#) | [Feedback](#) | [Logoff](#) | [Change your password](#) | [Administrator](#)

[Request CHRIS Workflow ID](#)

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[Personal Benefits Statement](#)

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**Update Information**

[Direct Deposit for Salary](#)

## Employee Self Service

Good morning,  Today is **Friday, December 21, 2001**.

To display or update your information, click on any of the links in left-hand navigation bar. If you need assistance using Employee Self Service, please contact the ESS help desk at 301-903-0605.

The official DOE email address we currently have on file for you is:

If this is incorrect, please go to the [locator information](#) page to update it.

**Click on “Request CHRIS Workflow ID” to request Your CHRIS Userid and Password**

Internet



# How to Request Your Initial CHRIS Workflow ID/Password

ESS: Request a CHRIS Workflow Account - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail News RSS Feeds

Address [/essdev/secure/workflow\\_request.cfm?key=82d2i282b2i28292c192a252a29252928282a263535314b293535353j45353h5b253535353](#) Go

Links [Customize Links](#) [Free Hotmail](#) [Windows Media](#) [Windows](#)

**ESS MENU**

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## Employee Self Service

### Request a CHRIS Workflow Account

Click on the "Request Workflow ID" button to request your CHRIS WorkFlow userid and password.

Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Subagency: \_\_\_\_\_

Email address: \_\_\_\_\_

Your personal information will appear

If the email address above is incorrect, please update it on your [locator information](#) page in the field labeled "Official DOE e-mail".

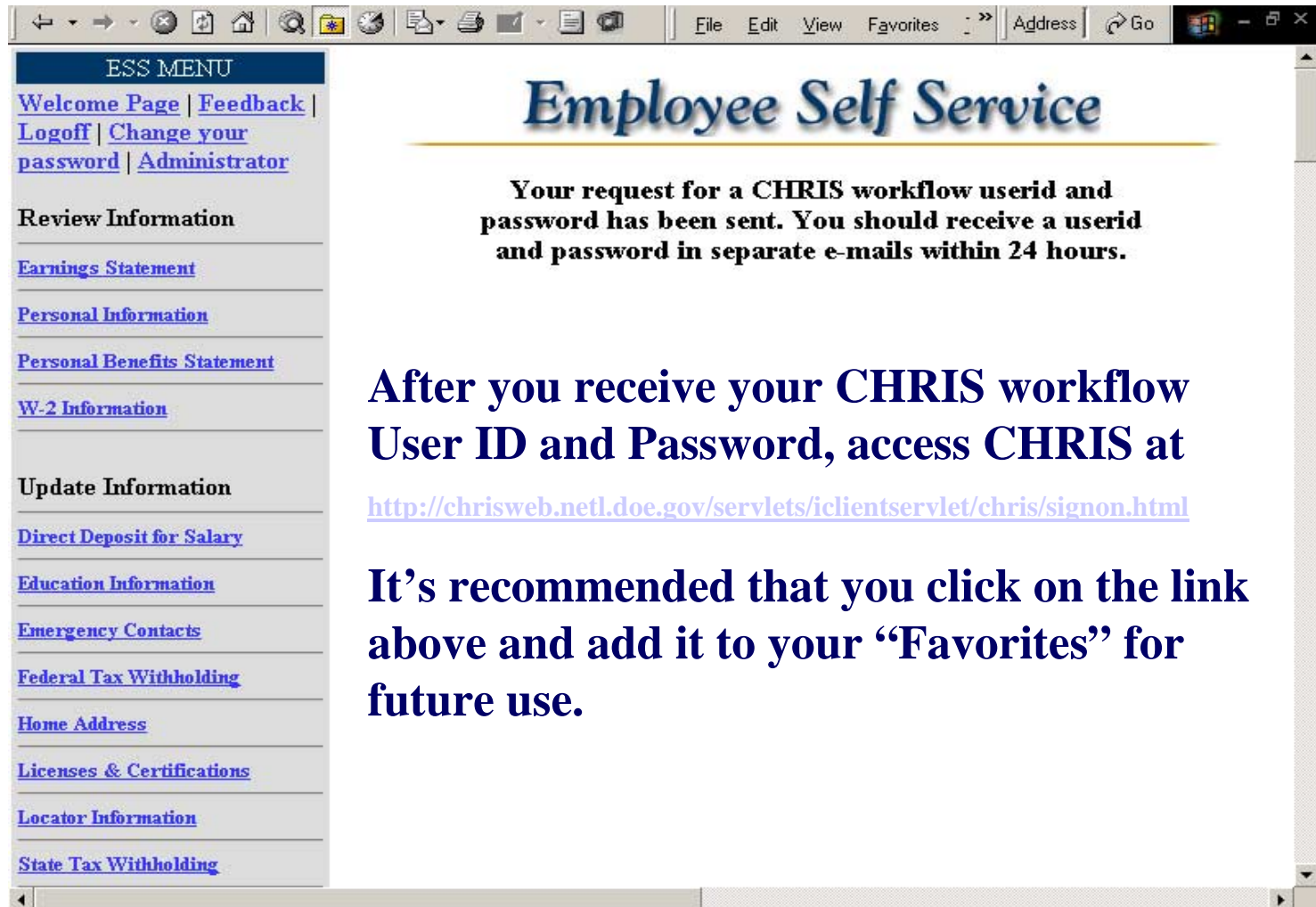
Request Workflow ID

Click

Internet



# How to Request Your Initial CHRIS Workflow ID/Password



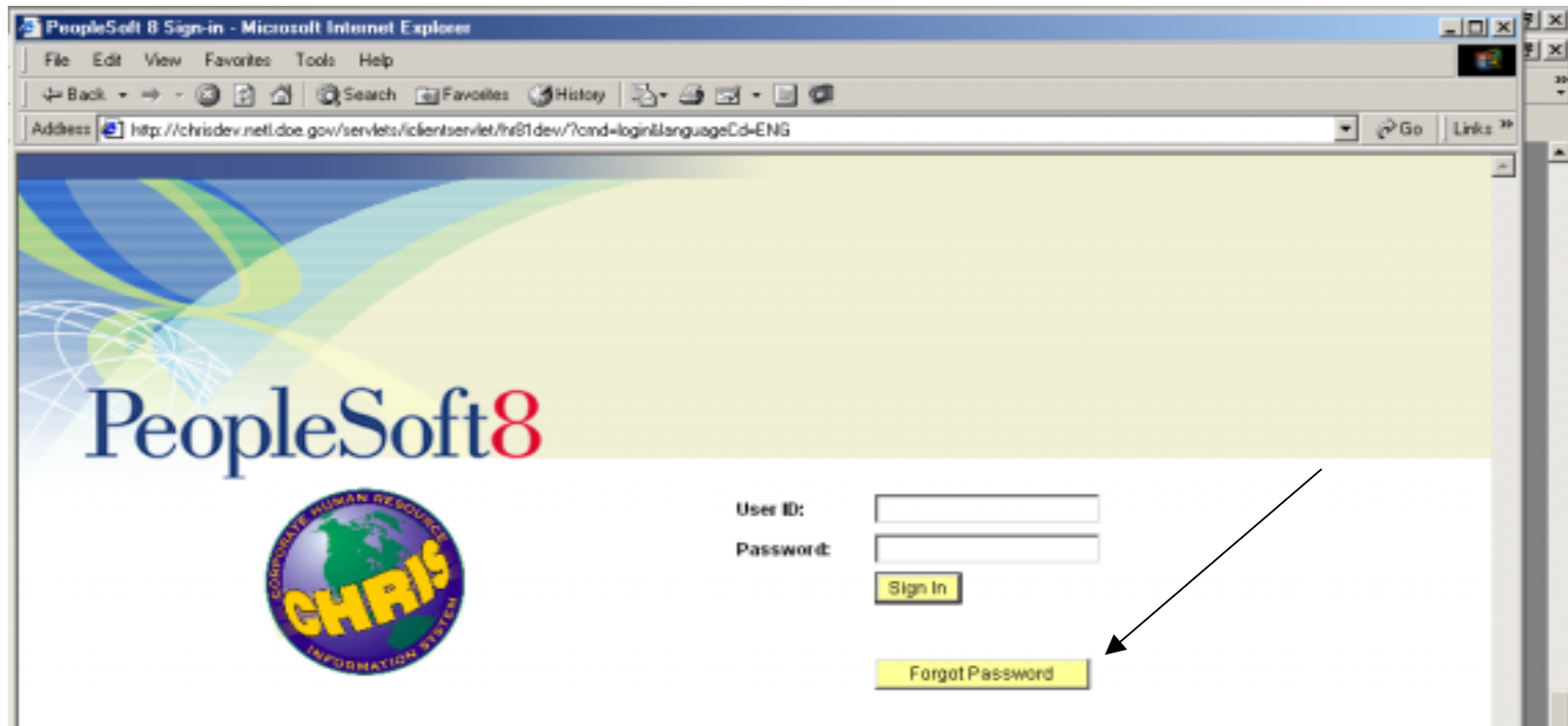
**After you receive your CHRIS workflow User ID and Password, access CHRIS at**

**<http://chrisweb.netl.doe.gov/servlets/iclientservlet/chris/signon.html>**

**It's recommended that you click on the link above and add it to your "Favorites" for future use.**



## 2. If You Forgot Your CHRIS Workflow ID/Password



**If you forgot your User ID, you must contact your organization's HR workflow point of contact.**

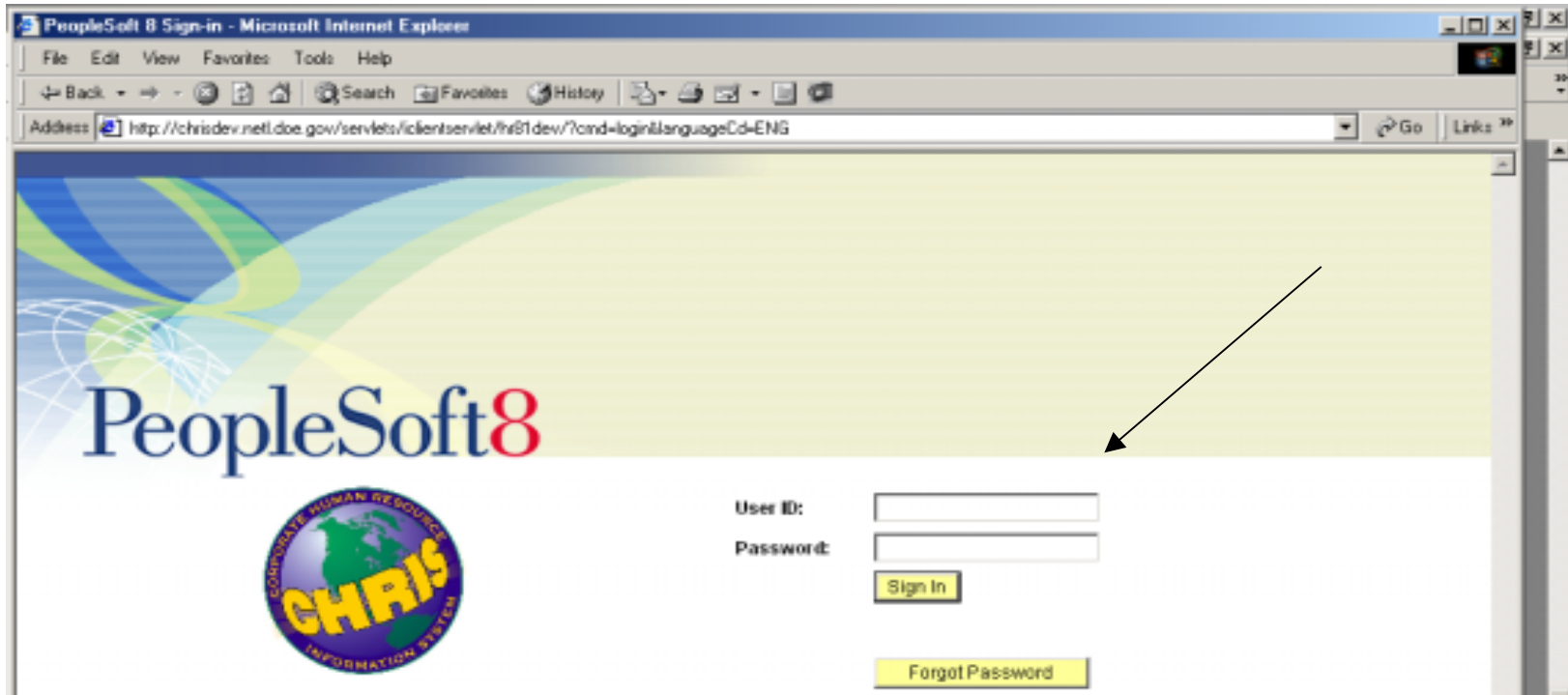
**If you forgot your password, access CHRIS at**

**<http://chrisweb.netl.doe.gov/servlets/iclientservlet/chris/signon.html>**

**and click on Forgot Password**



### 3. How to Change Your CHRIS Workflow Password



**Access CHRIS at**

**<http://chrisweb.netl.doe.gov/servlets/iclientservlet/chris/signon.html>**

**and log in with your current user ID and password**



# How to Change Your CHRIS Workflow Password



Click on each menu item as shown above: PeopleTools,  
Maintain Security, Use



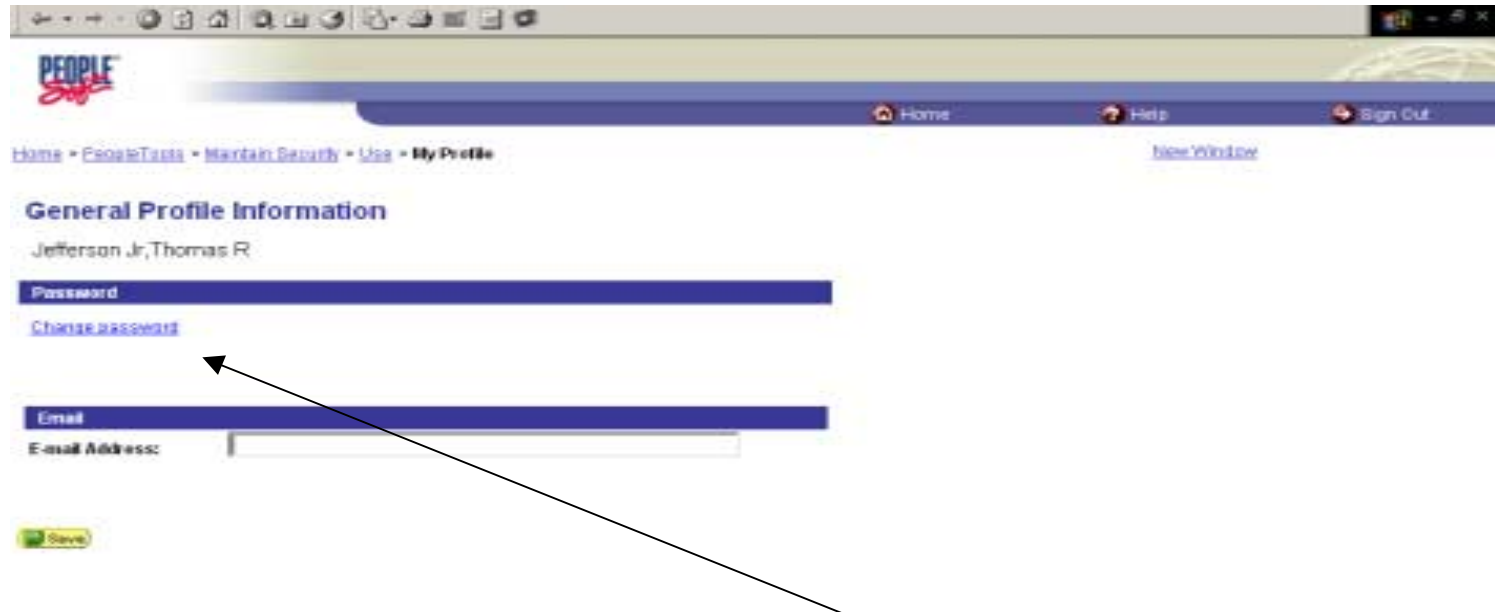
# How to Change Your CHRIS Workflow Password



Click on My Profile



# How to Change Your CHRIS Workflow Password



Click on “Change Password”



# How to Change Your CHRIS Workflow Password



The screenshot shows a web browser window with the 'PEOPLE Soft' logo in the top left. A navigation bar at the top contains links for 'Home', 'Help', and 'Sign Out'. Below the navigation bar, a breadcrumb trail reads 'Home > PeopleTools > Maintain Security > User > My Profile'. A link for 'New Window' is visible on the right. The main content area is titled 'Change password' and contains three input fields labeled '\*Current Password:', '\*New Password:', and '\*Confirm Password:'. Below these fields are two buttons: 'OK' and 'Cancel'. A black arrow points from the text below to the 'New Password' field.

Type your current password, new password and confirm your new password in the appropriate fields. Click OK.



# How to Change Your CHRIS Workflow Password



The screenshot shows a web browser window displaying the PEOPLE Soft website. The browser's address bar shows the URL "http://www.people-soft.com". The website's header includes the PEOPLE Soft logo and navigation links for Home, Help, and Sign Out. Below the header, there is a breadcrumb trail: Home > PeopleTools > Maintain Security > Users > My Profile. The main content area is titled "General Profile Information" and displays the user's name as "Jefferson Jr, Thomas R". There are two main sections: "Password" and "Email". The "Password" section has a blue bar with the text "Password" and a red link "Change Password". The "Email" section has a blue bar with the text "Email" and a text input field labeled "E-mail Address:". Below the "Email" section, there is a yellow "Save" button. An arrow points from the text "Click Save. This change is effective immediately." to the "Save" button.

Click Save. This change is effective immediately.